Log-on Instructions:

1) Open Internet Explorer (web browser)

There are 3 ways you can open Internet Explorer:

- Double-click the IE icon (it's a blue, lower-case "e" with a swirl) on your desktop

- Click once on the IE icon in your start tray (to the right of your Start button at the bottom left corner of your desktop)

- Click the Start button at the bottom of your desktop, then click Programs, and then Internet Explorer)

2) Enter the following PeopleSoft web address in your browser's address bar:

<https://gmis.state.in.us/ps84/fsprd/signon.html>

Once you have typed the address in the "Address" bar, hit the enter key or click on the "Go" button to the right of the address bar. Be careful not to confuse this web address with previously distributed training and/or testing web addresses. This is a long address and could easily be mistyped, so if you can't get the site up on the first try, double-check the address in your browser and verify that it *exactly* matches this one (don't forget, it starts out "https", *not* "http").

3) Be sure to add it to your Favorites so that you do not have to type it in again. To do this, click on Favorites on the top menu bar of your browser (Internet Explorer) and then click on Add to Favorites.

The next time you need to access the site, instead of typing it, go back to Favorites on the top menu bar of your browser and select it from the list.

4) Enter your User ID and Password on the login screen (this is the screen that should have come up after you enter the web address noted in step 2). You will find User IDs and Passwords provided in the attached spreadsheet.

The User ID and Password fields are case sensitive, so if you have trouble logging in, make sure that you are using the correct case (you will probably need to use all caps). *Note: Accounts will lock after three unsuccessful login attempts.* The password will display as asterisks instead of the characters you type to protect you from inadvertently revealing it to casual observers.

5) Click the Sign In button.

If this is your first time signing in, or if you have not signed in for more than 30 days, your password will have expired and you will be required to change it before you continue. To do this:

- Click on the "Click here to change your password" link

- Enter your old password in the Current Password field

- Enter a new password in the New Password field

The Password:
- Must be at least 6 characters long
- Must have at least one number in it
- Cannot be the same as your User ID
- Cannot be the same as your old password

Again, it is case sensitive (capital letters are different than lower case letters)

- Enter the new password again in the <u>Confirm Password</u> field

- Click the <u>OK</u> button

- Click one of the PeopleSoft Home links

You will see a list of links in the menu on the left side of the page.

6) Using the links on the menu on the left side of the page, navigate to the "My Profile" link by using the following navigation: eProcurement > eProcurement Homepage > My Profile (*Note: You will never need to "double-click" on anything in PeopleSoft - single clicks only!*).

7) Verify that your "Email Address" is correct. If your "Email Address" is incorrect or does not appear in the field, please enter the correct email address.

You are now ready to use PeopleSoft eProcurement!

Some Tips:

- A "link" is a text item that connects you to another page (or to another place in the same page) when you click on it with your mouse. Links are normally underlined blue text

- "Navigation" refers to how you move from page to page by clicking on menus and buttons, etc

- The Navigation Header contains links back to your homepage, a Search feature, your Worklists (if you have any), and a Signoff button

- "Buttons" are small symbols, boxes, or other shapes that initiate a system action when clicked

- A "drop-down list" is a list of valid items you can choose from that appears when you click a small arrow in an entry field. You select the item you want by pointing at it and clicking it

- A "calendar button" opens a calendar box where you can click on the month, year, and day instead of typing a date

- A "magnifying glass" displays a search panel or box where you can look up codes or other data

Troubleshooting Hints

- The UserIDs and Passwords are case-sensitive so please make sure that your CAPS-LOCK is turned off

- For problem resolution, please first consult your "Agency Super User, usually your Head Procurement Agent first, second reference the DOA Procurement website - <u><<http://www.in.gov/idoa/proc/eProcurement%20Information.htm>></u> , and lastly have your Super User enter the issue via the PeopleSoft Production Web Address - <u><<https://gmis.state.in.us/ps84/fsprd/signon.html>></u> - by clicking on the "* Report an Issue" link. Please do not contact DOA Procurement or GMIS directly. It is important that your Super User, or centralized person of your agency's choice, submit all issues so that they will know how issues are resolved and become a resource for the other users in your agency.